Tufts Community Union Treasury

**GNOMON COPY FORM**

This form is to be used when an organization wishes to have copies made. Please fill out all requested information and drop it off, along with the item(s) to be copied, on the Treasury door. The Treasurer, Associate Treasurer or Assistant Treasurer will sign it and leave the job for Gnomon Copy to pick up (if you attach the material to be copied). Most copy jobs will be returned to the TCU Treasury within two business days. **Once your copy job returns to the Treasury Office, place the white original form and the pink slip in the Treasury Drop-Off bin.** The yellow copy is your receipt.

**Organization Name:** ______________________________

**Dept ID #:** **A901**  **Account #:** **5420**

**Contact Name (Please Print):** ______________________________

**Telephone:** (______)_________ - __________

**Signatory Officer Signature:** ______________________________

**Date:** ______________________________

**Description of What is Being Copied:** ______________________________

**Approximate Cost of Copies:** ______________________________

**Quantity to be made:** ______________________________

**Description:**

- One-sided
- Double-sided

**Paper Size:**

- 8.5” x 11” (Letter)
- 8.5” x 14” (Legal)
- 11” x 17”

**Paper:**

- Choose one:
  - Standard paper
  - Card stock (table tents)

**Color:**

- Choose one:
  - White
  - Recycled (standard paper only)
  - Color: ______________________________

**Special instructions (folded, cut, etc.):** ______________________________

**Note:** All special instructions must be approved by the TCU Treasury.

**Total Price:** ______________________________

**TREASURY AUTHORIZED SIGNATURE**

(To be filled in by Gnomon)

WHITE COPY: TREASURY FILES